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Class Specification
for the Class:

DATA PROCESSING SYSTEMS MANAGER
(DATA PROCSSG SYSTS MGR)

Duties Summary:

    Plans, supervises and coordinates the electronic data processing program for a State agency/department with complex, on-going, data processing operations or serves as a branch chief within the central data processing agency; and performs other duties as required.

Distinguishing Characteristics:

    1.   Nature and Purpose of Work:

          This class involves substantial administrative responsibility for planning and coordinating electronic data processing activities. Positions at this level typically serve as:

          a.   A chief departmental analyst responsible for the design and maintenance of all systems within a State agency/department characterized by a substantial number of varied operational programs which have been or will be adapted to electronic data processing within the immediate future. There is a large subordinate staff which includes systems analysts, computer programmers and support clerical positions allocated to distinct work units including a unit serving in a staff support capacity. In addition, the office includes a sizeable data entry staff and/or provides functional guidance to such personnel when data is inputted by teleprocessing. Activities must be integrated with and into the daily activities of departmental programs as a result of extensive, ongoing requirements for data input and the production of line work products. Positions at this level report directly to the department head to receive direction in relation to departmental/agency objectives and policies.

At this level on-going operations are complex not only in the initial design of systems but also in the continuing coordination of information transmission activities (including teleprocessing) with the needs of the subject matter programs, and in the required additional coordination caused by the large amount of data processed, such as in the Welfare system. Design and implementation of electronic data processing procedures has a substantial impact on subject matter program operations of several major operating programs and, because of their scope, require substantial long-range program planning, budgeting, legislative testimony and other administrative activities.

b.   A branch chief within the central electronic data processing agency engaged in providing technical staff services or applications systems development or in coordinating computer operations services.

2.   Supervisory Control:

This class receives general direction. Supervision at this level is nominal and consultative in nature.

3.   Guidelines Available:

Guides at this level are limited to the broad framework of legal standards, requirements and policies; procedures and objectives of the department or organizational units served, as well as those of the employing department.

4.   Nature and Scope of Recommendations, Commitments and Decisions:

Within the framework of division and/or department objectives, priorities, and processes, incumbents at this level are responsible for 1) locating and exploring the most fruitful areas of program study and development in relation to the needs of the organizational segments served and departmental objectives; 2) formulating plans for the study, analysis, and development of the program areas; and 3) insuring that their staff carry the plans through completion; 4) developing long-range plans; and 5) developing, recommending and justifying a significant budget. This class possesses full

technical responsibility for results of activities carried out within the sphere of control.

5. <u>Personal Work Contacts</u>:

Positions in this class meet with personnel outside the division to establish working agreements and to seek support on, to explain, to advise on, or to defend important and controversial phases of the programs. The maintenance of communications, cooperative assistance and coordination with other agencies is significant at this level.

6. <u>Nature and Extent of Supervision Exercised Over Work of Other Employees</u>:

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Supervision at the departmental level is exercised over several project teams consisting of systems analysts, computer programmers and support clerical positions. Due to the scope and complexity of the data processing system of the department and commensurate size of the data processing staff, complex coordination of the work of subordinates involved in the design/ modification/maintenance of the subsystems of the department is required. Operating systems are designed to meet the objectives of the department and have substantial impact upon the daily work operations of professional/technical/clerical personnel of the department. In the central agency, a position exercises supervision through subordinate supervisors who have responsibility for project team or functional responsibility for several assigned administrative/technical evaluation support studies.

7. <u>Knowledge and Abilities Required</u>:

Must have knowledge of statistics; report writing; mathematics up to and including college algebra; principles and practices of public administration; management requirements relative to data processing technology and techniques including teleprocessing, data base management, etc.; principles and practices of supervision; administration.

Must be able to think logically; analyze data and draw logical conclusions; read and comprehend machine manuals and other materials; speak and write effectively; prepare clear and concise reports; maintain effective working relationships with others; plan, organize and direct the work of others; manage an

assigned electronic data processing office; plan, direct and implement systems analysis for a complex departmental electronic data processing office or a branch program within the central electronic data processing agency.

8. Typical Work Assignments:

Plans, organizes, directs, and coordinates the development and implementation of a systems analysis program for a major segment of the statewide automatic data processing system; supervises teams of analysts and participates in developing conceptual systems, and in designing, developing and implementing detailed data processing systems; directs detailed studies of existing systems and procedures; initiates meetings to discuss systems progress and requirements; prepares or directs the preparation of project plans, reports and publications; develops appropriate systems controls; advises on programming consistent with systems developed; attends computer task force meetings; prepares specifications for electronic data processing systems equipment; prepares appropriate correspondence and operational reports; participates in policy formulation and assists in developing standards of performance in data processing operations and systems work; plans and conducts training for subordinates and evaluates work performance.

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This is an amendment to the class Data Processing Systems Analyst VII, approved on November 19, 1981 due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980, and a change in title to DATA PROCESSING SYSTEMS MANAGER effective August 16, 1982.

DATE APPROVED: 7/26/82   /s/ Clement L. Kamalu
                                    DONALD BOTELHO
                            Director of Personnel Services